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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

May 13, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-43

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Employee Address Restriction In LEO

Effective May 8, 2009, employees are no longer able to change their permanent address in LEO if they are changing the state of residence to a different state. When this is attempted, the employee will not be able to save the changes. The employee will be presented with the following error message: "State of residence cannot be changed through LEO. Contact your Employee Administrator to make this change". Agencies will need to maintain the Permanent Address (IT 0006) and review Residence Tax Area (IT 0207) and Work Tax Area (IT 0208) for the employee.

As a reminder agencies are responsible for notifying the Office of State Uniform Payroll (OSUP) when an employee changes their state of residence. Please refer to [OSUP Memorandum #2008-05](#) for information on Employees Living and/or Working in Another State or Country.

For questions on how to maintain employee information in ISIS HR, contact the ISIS HR Help Desk using the ISIS Help Desk Ticket located at the following web address http://www.doa.louisiana.gov/ois/service/user_support/helpdesk/helpdesk.htm. Any other questions should be directed to a member of the OSUP Compliance and Research Unit via email at _doa-osup-comp@la.gov or call (225):

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